

CONFIDENTIAL

See

8 November 1951

Report from Room 220, week of 5 November - 9 November

To:



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From:

1. Forty-eight people enrolled in the new clerical refresher course. The largest class was Typing I with 17 people, 10 of whom are beginning typists.

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2. Miss [REDACTED] ONE employee, is assisting Miss [REDACTED] these three weeks. If her work proves satisfactory, she will be transferred to OTR on a permanent basis.

3. We are moving from Wing B to Wing C on Saturday, 9 November, with space enough that could be adapted to possible future clerical orientation needs.

4. Checking on clearances for the existing UTG/A class and registering and testing the new class were a part of the week.

5. Responsibility for IBM training registrations has meant a great deal of time spent in clearing the new channels. Apparently now we have it all on a firm basis.

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